

1 **SPECIAL VILLAGE OF SISTER BAY BOARD OF TRUSTEES MEETING MINUTES**
2 **TUESDAY, NOVEMBER 10, 2015**
3 **SISTER BAY-LIBERTY GROVE FIRE STATION – 2258 MILL ROAD**

4
5 The November 10, 2015 special meeting of the Village of Sister Bay Board of Trustees was
6 called to order by Village President Dave Lienau at 6:08 P.M.

7
8 **Present:** President Lienau and Trustees John Clove, Pat Duffy, Scott Baker, and Kathy Enquist

9
10 **Excused:** Shane Solomon and Nora Zacek

11
12 **Staff Members:** Village Administrator Zeke Jackson and Assistant Administrator Janal Suppanz.

13
14 **Approval of the Agenda as published:**

15 *A motion was made by Clove, seconded by Baker that the Agenda for the November 10, 2015*
16 *meeting of the Village of Sister Bay Board of Trustees be approved as presented. Motion carried*
17 *– All ayes.*

18
19 **Comments and correspondence:**

20 Lienau asked if anyone wished to comment regarding a non-agenda item. No one responded.

21
22 Jackson and Lienau gave the following oral report:

- 23 • They recently discovered that the D.O.T. had changed one of the specs. for
24 the Bay Shore Drive Project. (The 1" conduit for the street lights had to be
25 upgraded to 2" conduit. The cost of those upgrades will be approximately
26 \$12,000.00. A budget amendment will eventually be required.)
27
- 28 • Lienau recalls that the members of the Bay Shore Drive Oversight
29 Committee had originally indicated that they wanted standard 15 amp. GFI
30 outlets installed near the top of the new street light poles so there was
31 sufficient power for illuminated holiday decorations. He is certain that the
32 engineers from Donohue & Associates were informed of that fact, but
33 Jackson recently discovered that the outlets at the top of the light poles will
34 only be 3 amps. If Village officials still want to have the 15 amp GFI outlets
35 there should be sufficient funds to do an electrical service upgrade on the
36 poles. (The original budget for the Street Lighting Project was \$160,000.00,
37 but in accord with the Village's agreement with the D.O.T. it now appears
38 that the Village's share of the costs related to street lighting will only be
39 \$37,500.00.) *It was the consensus that the Village's engineers shall be asked*
40 *to investigate the feasibility and cost of installing 15 amp. GFI outlets on the*
41 *new light poles ASAP.*
42
- 43 • The question has arisen as to whether or not there will be sufficient power
44 for weddings, festivals and large events throughout Waterfront Park. The
45 Village's engineers have recommended that conduit which is sized to
46 accommodate wiring for five additional 100 amp. circuits be buried behind
47 the sidewalk along Bay Shore Drive in case there is a desire to install
48 additional pedestals in the park at a later date. Clove suggested that the
49 conduit be extended to Marina Park, and the other Board members

1 concurred.

2
3 *It was the consensus that the previously mentioned conduit shall be laid*
4 *from the area South of the Village Hall to the area north of the Marina*
5 *building. Jackson will investigate the cost of actually installing wiring in the*
6 *conduit, and report his findings at a future Board meeting.*
7

- 8 • JJR will be preparing a Waterfront Master Plan as a “comp.”.
- 9
- 10 • When Jackson was gone on vacation the question arose as to whether sod
- 11 or seed should be installed in the high traffic areas in Waterfront Park. As
- 12 time was of the essence, Lienau made an “executive decision” that sod
- 13 should be laid.
- 14
- 15 • Lienau was asked to attend the last SBAA Board of Directors meeting to
- 16 discuss Duffy’s funding proposal, and he did that. The SBAA Board
- 17 members were “cautiously receptive” to the proposal, but informed Lienau
- 18 that they wouldn’t be taking any formal action yet as they had created a
- 19 sub-committee to conduct a feasibility study. The members of the sub-
- 20 committee will be reporting their findings to the SBAA Board of Directors in
- 21 December. Lienau didn’t pressure the SBAA Board members to make a
- 22 decision regarding this issue at all, but did note that the additional funding
- 23 would be included as a “place-holder” in the 2016 budget. He also pointed
- 24 out that if the proposal is accepted a multi-year contract would be entered
- 25 into.
- 26
- 27 • Shane Solomon informed Lienau that he would like his resignation from the
- 28 Village Board to become effective immediately. (His term expires in April of
- 29 2017.) If anyone is interested in filling the vacancy they should submit a
- 30 letter of interest to Lienau or Jackson ASAP. If at all possible the
- 31 Administrative Committee will make a recommendation regarding
- 32 appointment of a new Board member in the very near future.
- 33
- 34 • The County’s 2016 Budget has now been approved. The net change in tax
- 35 rate is 1.63%, which equates to an increase of \$.10 per \$1,000.00 of
- 36 valuation.
- 37

38 **Item No. 1. Review of the 2016 Budget for the Village of Sister Bay:**

39 A draft of the 2016 Budget for the Village of Sister Bay was included in the meeting packets,
40 and the Board members jointly reviewed that document. The net change in the 2016 tax rate is
41 3.51%, which equates to an increase of \$.21 per \$1,000.00 of valuation. *Jackson was asked to*
42 *investigate “where the Village is at” with respect to the maximum mill rate and will report his*
43 *findings at the November 17th Village Board Meeting.*
44

45 The question arose as to whether or not there will be sufficient funds budgeted for the Beach
46 Project, and Jackson responded that from a cash management standpoint Village officials will
47 want to delay payment of the Beach Project bills as long as possible as grant funds will not be
48 released until the DNR has made a final determination regarding that project.
49

1 Substantial improvements have been made on maintaining the Village's fund balance reserves,
2 which is a positive thing. It is also very positive that there is \$310,000.00 in the transfer to the
3 CIP. As of October 14, 2015 there is \$245,436.90 in cumulative major project reserves. There
4 are some Village roads which are in need of repairs, and Village officials should consider
5 making those repairs as soon as reasonably possible. The portion of Mill Road from the
6 intersection with N. Bay Shore Drive to the intersection with Maple Drive is in the most urgent
7 need of repair. Bluffside Road is also in need of repair, but those improvements will probably
8 not be made soon as storm sewer and parking improvements are also required, and project
9 costs will be quite significant.

10
11 Jackson pointed out that health care changes are being proposed in the 2016 budget. A
12 different United Health Care Policy will be utilized, but the Village will make contributions to
13 HSA's for each of the employees. The Village will still pay 85% of the health insurance
14 premium costs for each of the employees, but the contribution rate for dependents will be
15 reduced to 65%.

16
17 *Clove noted that an incentive program has been created for the Marina Manager, and*
18 *suggested that the amount budgeted in 2016 for Marina Bonuses be increased to \$5,807.00.*
19 *The other Board members concurred.*

20
21 Jackson cautioned that the Village's debt load is higher than preferred, but hopefully the Braun
22 property will sell.

23
24 **Adjournment:**

25 *A motion was made by Clove, seconded by Baker to adjourn the special meeting of the Board*
26 *of Trustees at 7:59 P.M. Motion carried – All ayes.*

27
28 Respectfully submitted,

29 

30 Janal Suppanz,
31 Assistant Administrator